OCIO Digital Annex

January 2021 Update

This OCIO Digital Annex supports the Government of BC in adopting a coherent, enterprise approach to funding and governing technology. It is designed to help effectively implement government’s vision and mandatory policy on Information Management and Information Technology Management ([CPPM Chapter 12](https://www2.gov.bc.ca/gov/content/governments/policies-for-government/core-policy/policies/im-it-management)), government’s [Digital Principles](https://github.com/bcgov/Digital-Principles), and government’s [Service Standard (draft)](https://github.com/rumoncarter/Service-Standard).

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| --- | --- | --- | --- | --- | --- | --- |
| Project information | | | | | | |
| **Project name** | |  | | **Ministry** |  | |
| **Accountable lead** | | (Person with the delegated authority to approve this project.) | | | | |
| **Copperleaf C55 link** | |  | | | | |
| Tombstone information. – Please highlight | | | | | | |
| **Project intent** | | Proof of concept | Experiment | Pilot | | Production |
| **Briefly Explain** | |  | | | | |
| **Review category** | | Public facing | Internal facing (single ministry) | Internal facing (cluster of ministries) | | Enterprise solution |
| **Briefly Explain** | |  | | | | |
| **Type of cloud** | | SaaS | IaaS | PaaS | | Other |
| **Briefly Explain** | |  | | | | |
| **Data** | | Unclassified | Confidential | Privacy implications | | Other |
| **Briefly Explain** | |  | | | | |
| **Procurement** | | Open tender | Limited tender | Standing offer | | Other |
| **Briefly Explain** | |  | | | | |
| **Timing** | | Target launch date for next phase. Indicate any time pressures. | | | | |
| Business Value / Priority / Urgency | | | | | | |
| * Describe the users and the problem definition. * Describe the Service Design work completed to validate user needs. * Describe how your users address the problem today? * Describe the risk of doing nothing? * Describe the user and stakeholder engagement process. * Describe the research into existing solutions or common components. * Describe the engagement with your operational technology teams. | | | | | | |
| PROPOSED technology *What are you building or implementing?* | | | | | | |
| * Describe the technology solution that you would like to implement. Please be specific about the software solutions and standards that you expect to apply. * Briefly summarize how this is different from and better than your other delivery options. * Explain the expected impact of implementing the solution from technology perspective. * Describe investment risk. For example, investment decisions that enable you to pivot easily from the investment or vendor contracts that lock-in technology or cost. | | | | | | |
| product strategy and Approach *What is the intended approach for the project?* | | | | | | |
| * **Product delivery** – Describe the phases of your work (e.g., Discovery, Alpha, Beta, Live). * **Team** – Describe your project team. Describe your approach to growing in-house expertise to deliver continuous improvements (i.e., not relying on contracted resources). * **Decision-making** – How are you are approaching technical architecture decisions? Describe how your solution is scalable and interoperable (i.e., decoupled vs monolithic architecture). Demonstrate technology agnostic decisions making process. * **Data** – Describe the sources of authoritative data for your solution (e.g., Pharmanet data). Explain your strategy for data quality, integration and sharing. Indicate any relevant data standards. * **Privacy/Security** – Describe the due diligence you have considered for your solution with regards to sensitive information (e.g. FRCR, PIA, STRA). List any unmitigated risks that remain for the anticipated solution. | | | | | | |
| PRODUCT ALIGNMENT *Describe how your investment supports service excellence across the Government of BC.* | | | | | | |
| * **Strategy** – How you are considering the Province’s strategic direction for digital government? Describe alignment with the Digital Principles, the Digital Framework and Ministry strategies. * **Enterprise solutions** – Within government, has the problem already been solved in a relevant way? * **Open** – Describe your approach to open development and open data. * **Best Practices -** Describe what standards you are working to align with (ex. Government policy, web standards, Site Reliability). | | | | | | |
| KEY RESULTS *How will you know that you’re on track?* | | | | | | |
| * How will you know if the investment is successful? Provide quantitative indicators (i.e. KPI) that would allow you to track progress (e.g., project schedule, user satisfaction, cost per transaction, reduced expense, etc.). * Describe your data collection strategy to measure KPIs. * Provide targets for progress against the indicators, specifying the reporting frequency and phase/timing (e.g., 30% improvement in user satisfaction within 1 year). * Provide insight into any results indicators measured to date (e.g., If you are seeking approval for a beta or live phase). | | | | | | |
| Digital Annex Contributers | | | | | | |
| **Project Team Participants** |  | | | | | |
| **Digital Support Team Participants** |  | | | | | |
| Ministry Signoff *Email is sufficient* | | | | | | |
| **Name, Position** |  | | | | | |